

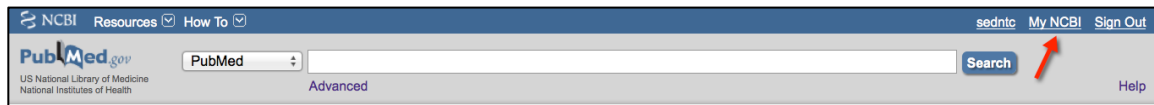
**PubMed® for Librarians  
Customization – My NCBI  
Practice Exercises and Links  
National Library of Medicine Training Center (NTC)**

**Table of Contents**

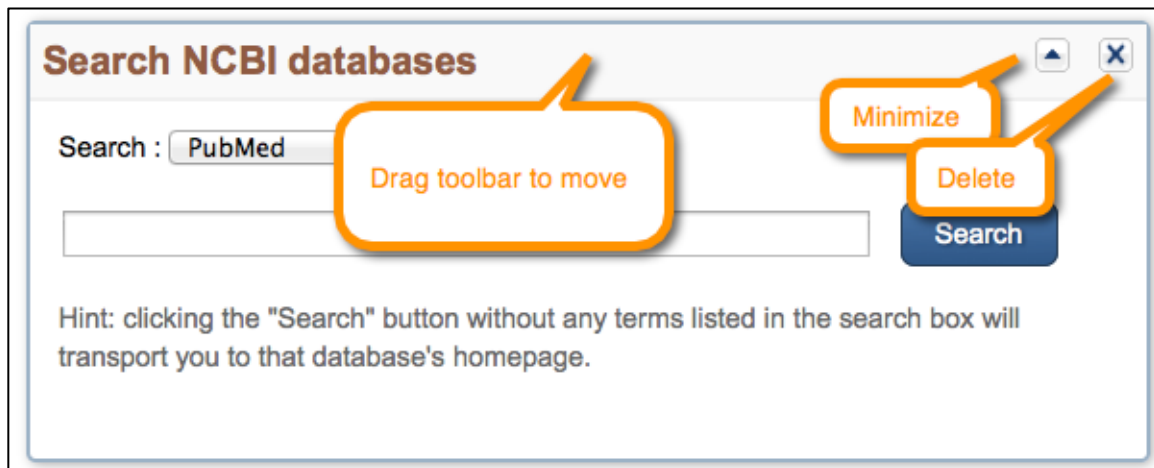
- Practice Exercise 1: Page 2-3
- Practice Exercise 2: Pages 4-6
- Practice Exercise 3: Pages 7-8
- Practice Exercise 4 - Filters: Pages 9-11
- Practice Exercise 5 – Custom Filters: Pages 12-14
- Links Used in Class: Page 15

## PRACTICE EXERCISE 1: CUSTOMIZE YOU'RE MY NCBI PAGE

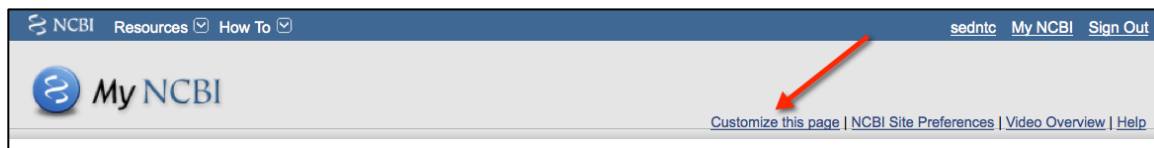
Click on the "My NCBI" link in the top blue bar to get to the My NCBI page.



Practice moving the portlets (windows) around, minimizing and maximizing portlets, and deleting a portlet.

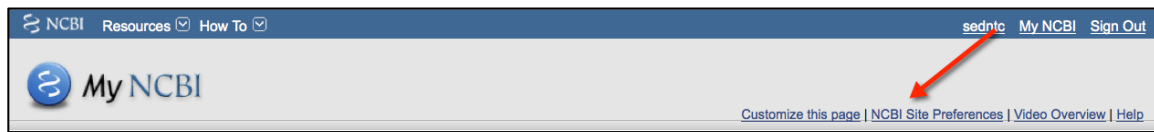


To bring back the deleted portlet, click on the "Customize this page" link in the top right corner of the gray bar:



Find the portlet you deleted. Click the checkbox next to the portlet. Click the Done button to save your changes.

Click on the "NCBI Site Preferences" link, located in the upper right hand corner of the gray toolbar:



Spend a few minutes customizing the following settings:

1. Highlighting
2. Auto suggest
3. Abstract supplemental data
4. Result display setting

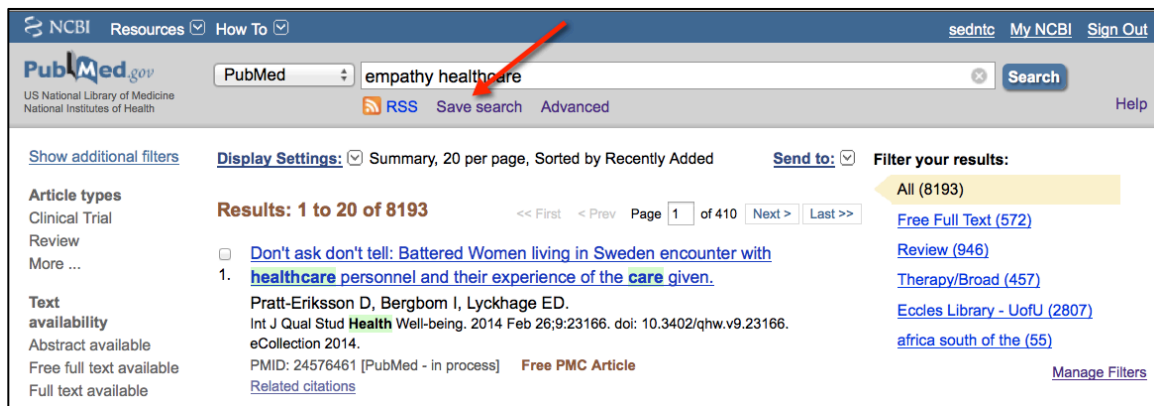
## PRACTICE EXERCISE 2: SAVE A SEARCH

In PubMed's General Search box, search for:

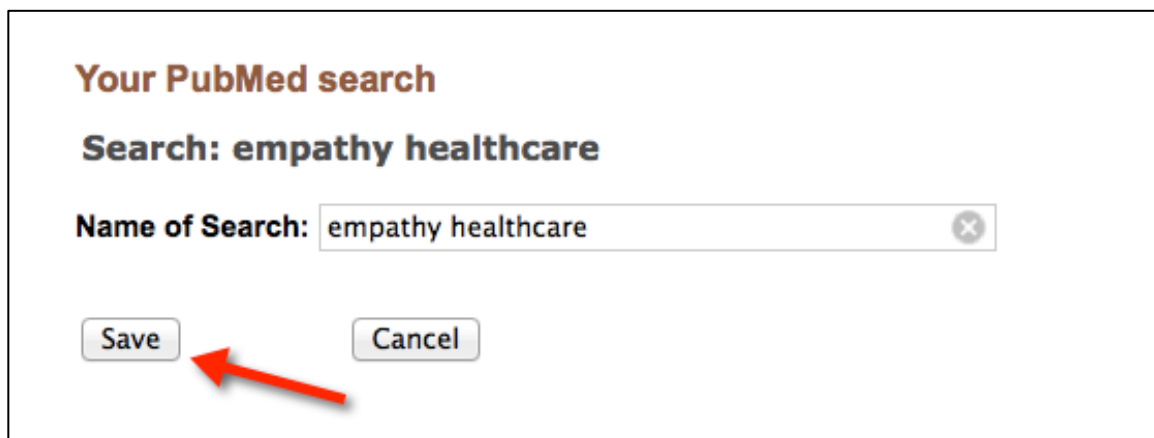
Empathy healthcare

**OR** a search of your choice.


On the results page, click on "Save Search":



Name the Search and then click the Save Button:



Set up an e-mail alert of your choosing by clicking the "Yes, please" radio button under the question "Would you like e-mail updates of new search results?" and then filling out form fields:

 Save Search successful.

**Your PubMed search**

Name of saved search:

Search terms:

[Test search terms](#)

E-mail: sharon.dennis@utah.edu ([change](#))

**Would you like e-mail updates of new search results?**

☐ No, thanks.

☒ Yes, please.

Frequency:

Which day?

**Formats:**

Report format:

**Number of items:**

Send at most:  ☐ Send even when there aren't any new results


**Any text you want to be added at the top of your e-mail (optional):**

**Save** **Cancel** **Delete**

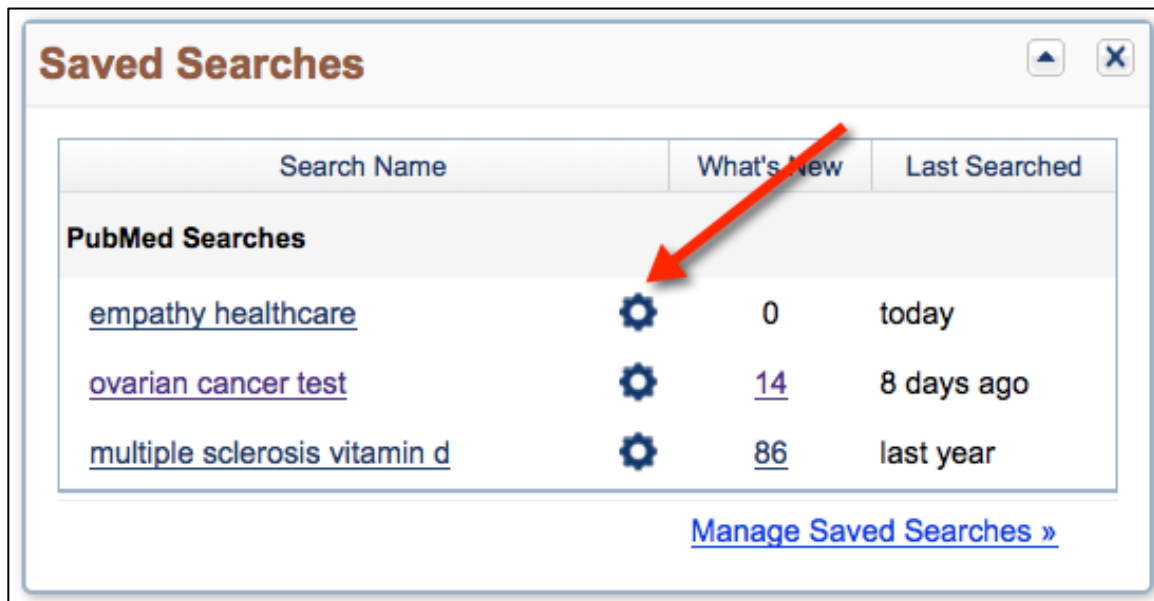
Click Save.

Practice editing the Saved Search. Click on the My NCBI link in the top blue bar:

NCBI Resources How To sedntc **My NCBI** Sign Out

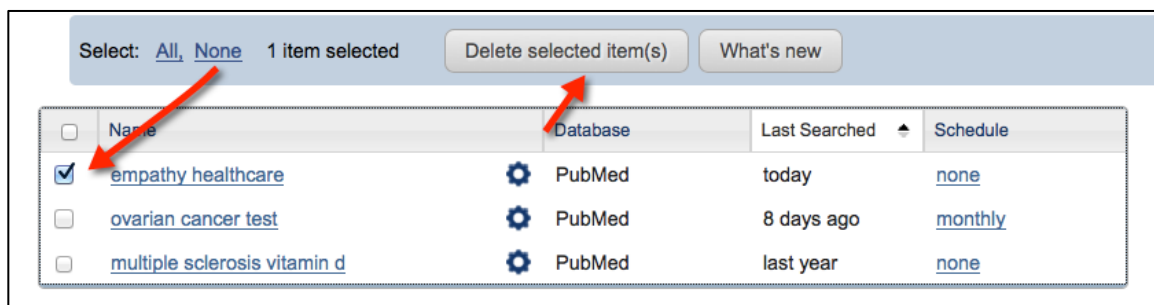
 **My NCBI** — Saved Search Settings

Find the "Saved Searches" portlet. Click on the "Gear" icon next to the Saved Search you just created:



Then change the e-mail settings back to "No, thanks." Click Save.

**Optional:** If you wish, delete the Saved Search by clicking on the "Manage Saved Searches" link in the Saved Searches portlet. Click on the checkbox next to the search you want to delete, and then click "Delete Selected Searches."



### PRACTICE EXERCISE 3: CREATE A COLLECTION

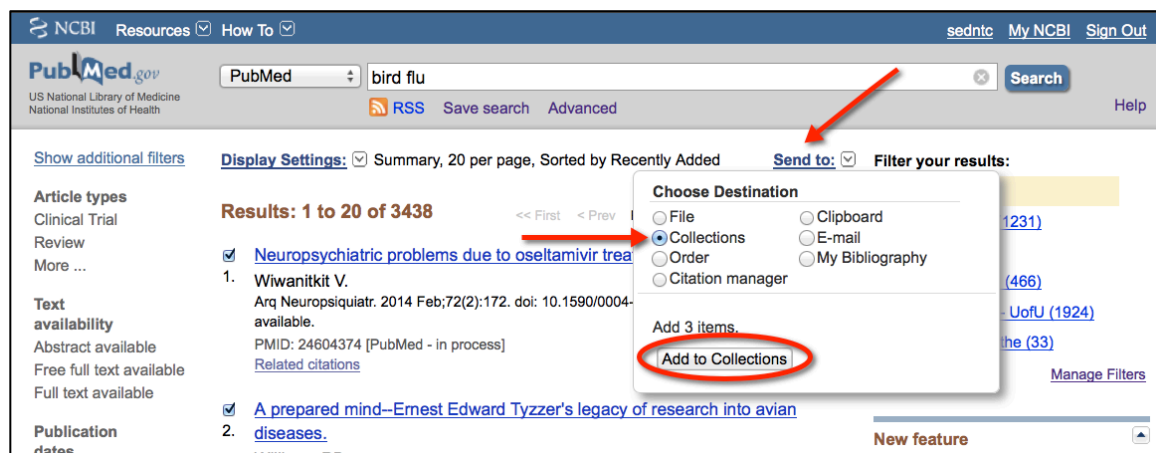
In PubMed's General Search box, search for:

Bird flu

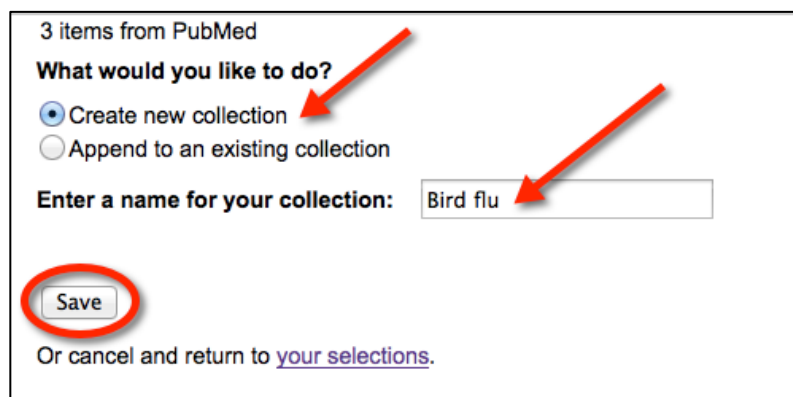
**OR** a search of your choice.

Select the first three results of the search (or any results that interest you if this is a search of your choice) by clicking the checkbox next to the citation.

Click on the "Send To" dropdown. Choose the "Collections" radio button. Click on "Add to Collections."

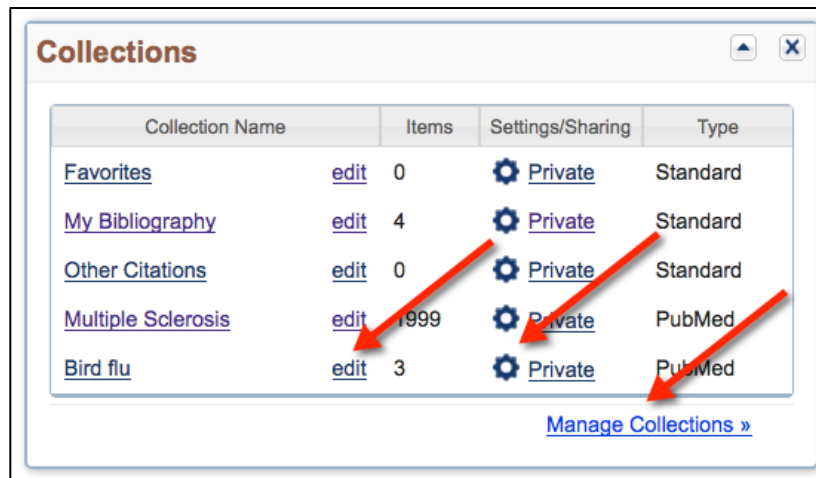


On the next screen, change the radio button to "Create New Collection." Give the collection a name that will make sense later. Click Save.



Practice manipulating the collection items and settings. Click on the "My NCBI" link in the top blue bar to return to the NCBI page. Focus on the Collections portlet. Perform the following actions:

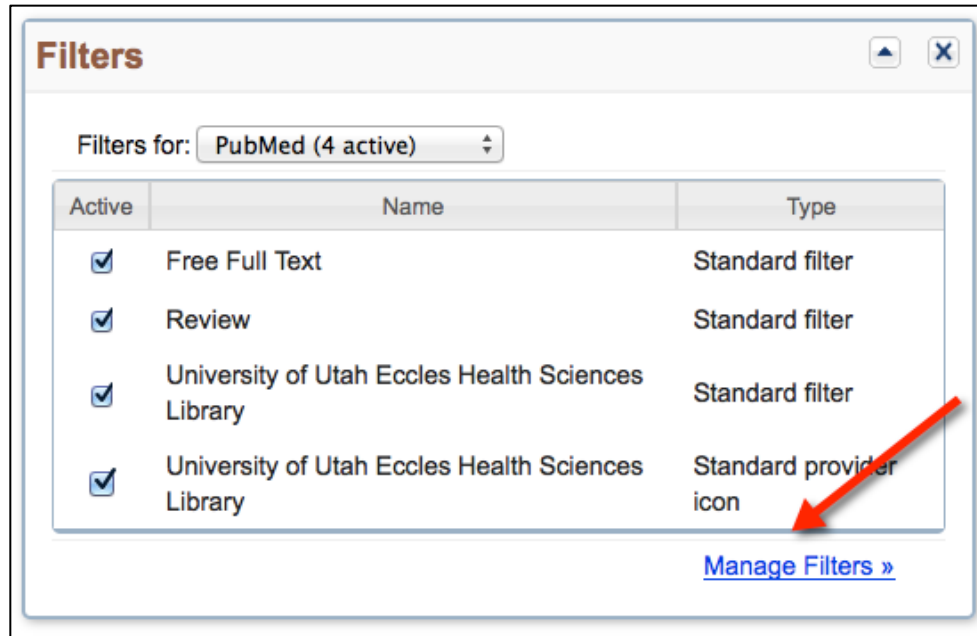
1. Click on the "edit" link to practice removing individual citations. When done, navigate back to the Collection portlet, and then proceed to #2.
2. Click on the "Gear" icon to edit the overall collection settings. When done, navigate back to the Collection portlet, and then proceed to #3.
3. Click on the "Manage Collections" link at the bottom of the portlet to delete the entire collection, if you wish.





#### PRACTICE EXERCISE 4: FILTERS

Click on the "My NCBI" link in the top blue bar to return to the NCBI page. Focus on the Filters portlet. Click the "Manage Filters" link at the bottom of the portlet:



**NOTE:** If you have never activated Filters in My NCBI, your Filters portlet may be "blank."

Focus on the right hand side of the Manage Filters window. Change each of the radio buttons to see the choices, and then select the Filters that interest you. Remember that you can have up to **15 filters in PubMed active at any one time**.

You are managing filters for: PubMed Choose another database: PubMed (4 active)

**Your PubMed filter list** [Create custom filter](#)

| Active                              | Name  | Type                   |
|-------------------------------------|---|------------------------|
| <input checked="" type="checkbox"/> | Free Full Text                                    | Standard filter        |
| <input checked="" type="checkbox"/> | Review  | Standard filter        |
| <input checked="" type="checkbox"/> | University of Utah Eccles Health Sciences Library | Standard filter        |
| <input checked="" type="checkbox"/> | University of Utah Eccles Health Sciences Library | Standard provider icon |

**Browse/Search for PubMed Filters**

Select category:

☒ Popular ☐ LinkOut ☐ Properties ☐ Links

Search with terms (optional):  [Search](#)

| Active                              | Name                          | Description  |
|-------------------------------------|-------------------------------|--|
| <input type="checkbox"/>            | Clinical Trial                |  |
| <input type="checkbox"/>            | English                       |  |
| <input type="checkbox"/>            | English & Humans              |  |
| <input checked="" type="checkbox"/> | Free Full Text                | links to Web accessible full text articles (all available free of charge)  |
| <input type="checkbox"/>            | Full Text                     | links to Web accessible full text articles (some may require subscription) |
| <input type="checkbox"/>            | Humans                        |  |
| <input type="checkbox"/>            | Items with Abstracts          |  |
| <input type="checkbox"/>            | Published in the last 5 years |  |
| <input checked="" type="checkbox"/> | Review                        | articles that review the literature on a subject                           |

After selecting the filters you prefer, return to PubMed and run a Search of your choice. Practice applying the filters on the right hand side of the Search Results page: click on the filter of your choice to see the results change.

NCBI Resources ☒ How To ☒ sedntc My NCBI Sign Out

PubMed.gov US National Library of Medicine National Institutes of Health

PubMed multiple sclerosis [Search](#) [RSS](#) [Save search](#) [Advanced](#) [Help](#)

[Show additional filters](#) [Display Settings:](#) ☒ Summary, 20 per page, Sorted by Recently Added [Send to:](#) ☒ **Filter your results:**

[All \(59871\)](#) [Free Full Text \(11081\)](#) [Review \(10185\)](#) [Eccles Library - UofU \(27465\)](#) [Manage Filters](#)

**Article types**  
 Clinical Trial  
 Review  
 More ...

**Text availability**  
 Abstract available

**Results: 1 to 20 of 11081** << First < Prev Page 1 of 555 Next > Last >>

1. [A plural role for lipids in motor neuron diseases: energy, signaling and structure.](#)  
 Schmitt F, Hussain G, Dupuis L, Loeffler JP, Henriques A.  
 Front Cell Neurosci. 2014 Feb 20;8:25. eCollection 2014. Review.  
 PMID: 24600344 [PubMed - as supplied by publisher] **Free PMC Article**  
[Related citations](#)

**Optional:** practice applying and adding an NCBI filter to your search in the general search box. This filtered search will appear in your History only after you click on the + sign.

NCBI Resources ☒ How To ☒ sedntc My NCBI Sign Out

PubMed.gov US National Library of Medicine National Institutes of Health

PubMed multiple sclerosis [Search](#) [RSS](#) [Save search](#) [Advanced](#) [Help](#)

[Show additional filters](#) [Display Settings:](#) ☒ Summary, 20 per page, Sorted by Recently Added [Send to:](#) ☒ **Filter your results:**

[All \(59871\)](#) [Free Full Text \(11081\)](#) [Review \(10185\)](#) [Eccles Library - UofU \(27465\)](#) [Manage Filters](#)

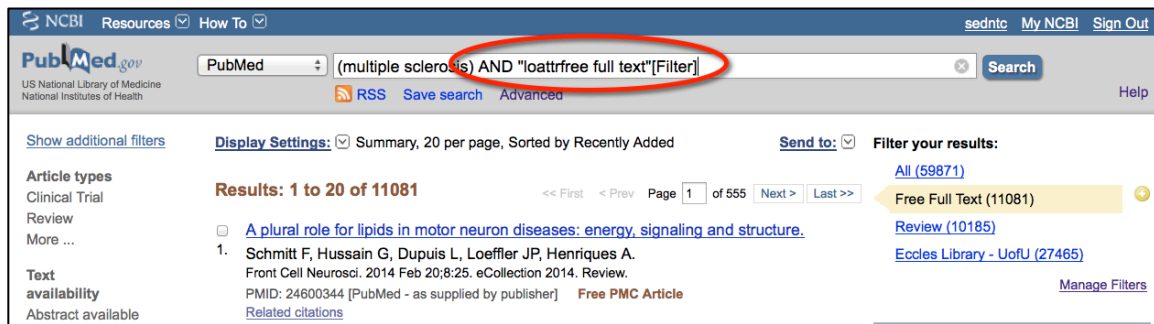
**Article types**  
 Clinical Trial  
 Review  
 More ...

**Text availability**  
 Abstract available

**Results: 1 to 20 of 11081** << First < Prev Page 1 of 555 Next > Last >>

1. [A plural role for lipids in motor neuron diseases: energy, signaling and structure.](#)  
 Schmitt F, Hussain G, Dupuis L, Loeffler JP, Henriques A.  
 Front Cell Neurosci. 2014 Feb 20;8:25. eCollection 2014. Review.  
 PMID: 24600344 [PubMed - as supplied by publisher] **Free PMC Article**  
[Related citations](#)

After clicking on the plus sign, you will see the filter added to the General Search box:

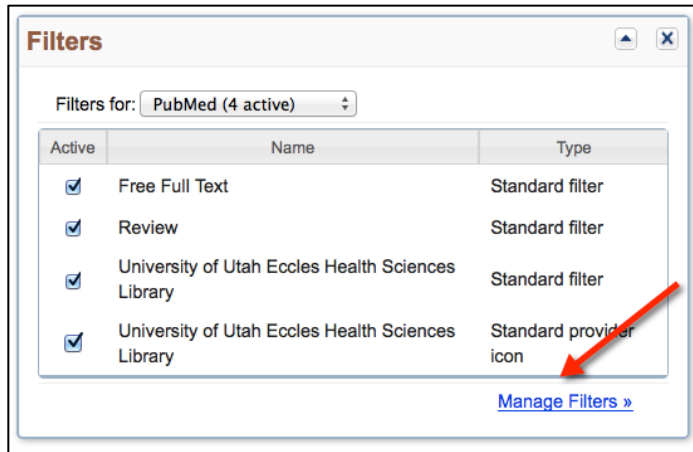


Rerun the Search by clicking on the Search button.

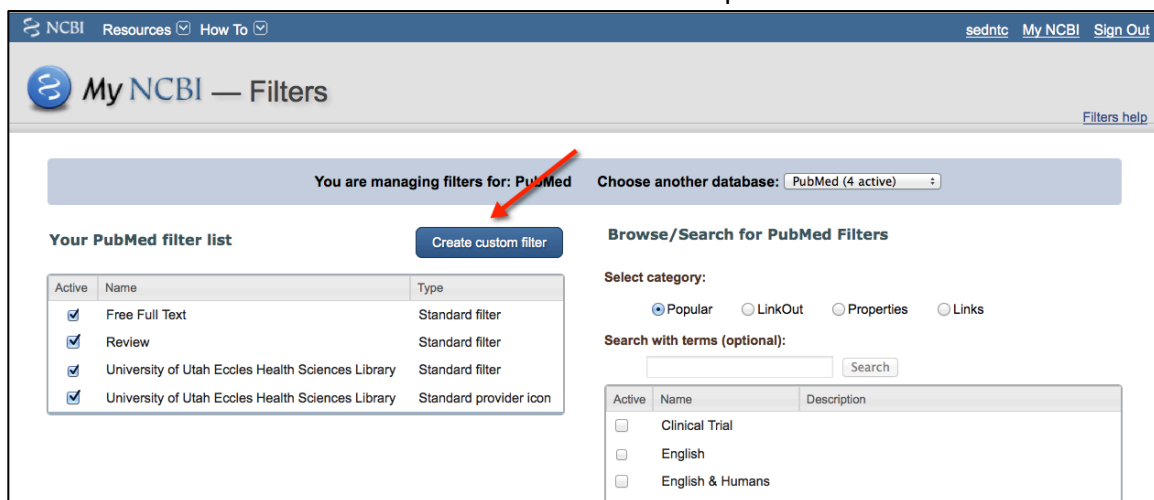
Apply an additional filter from the right hand list of filters by clicking on a filter of your choice. Using this method, you can apply more than one filter from your NCBI list of filters to a search.

## OPTIONAL: PRACTICE EXERCISE 5: CUSTOM FILTERS

Click on the "My NCBI" link in the top blue bar to return to the NCBI page. Focus on the Filters portlet. Click the "Manage Filters" link at the bottom of the portlet:



Click the "Create Custom Filter" button in the left hand pane:



Copy and paste this search: Africa South of the Sahara [mh] **OR** a custom search of your choice.

Click "Test This Query" to test the search and be sure it returns results. (If you have a typo in the search, it will give an error). Click in the Save filter as box to give the filter a name. Click "Save Filter."

**Add Custom Filter in PubMed**

Supply query terms to be used as a filter in PubMed:

Query terms: Africa South of the Sahara[mh]

Test This Query

136892 results found.

Save filter as: Africa South of the

Cancel Save Filter

You will now see the Custom Filter in your list of PubMed active filters. You can edit it using the "Gear" icon or delete it.

**Your PubMed filter list** Create custom filter

| Active                              | Name  | Type                   |                        |
|-------------------------------------|---|------------------------|------------------------|
| <input checked="" type="checkbox"/> | Africa South of the                               | Custom                 | <a href="#">delete</a> |
| <input checked="" type="checkbox"/> | Free Full Text                                    | Standard filter        |                        |
| <input checked="" type="checkbox"/> | Review  | Standard filter        |                        |
| <input checked="" type="checkbox"/> | University of Utah Eccles Health Sciences Library | Standard filter        |                        |
| <input checked="" type="checkbox"/> | University of Utah Eccles Health Sciences Library | Standard provider icon |                        |

Return to the PubMed home page and run a search of your choice: either "malaria AND quinine" if you used the Africa South of the Sahara filter or a search related to the custom filter of your choice. Note the Custom Filter is now listed in your right hand list of filters and can be applied to the search.

NCBI Resources How To sedntc My NCBI Sign Out

PubMed.gov US National Library of Medicine National Institutes of Health

PubMed malaria AND quinine Search

RSS Save search Advanced Help

Show additional filters Display Settings: Summary, 20 per page, Sorted by Recently Added Send to: Filter your results:

Article types Clinical Trial Review More ...

Text availability Abstract available Free full text available

Results: 1 to 20 of 2637

1. Mefloquine safety and tolerability in pregnancy: a systematic literature review. González R, Hellgren U, Greenwood B, Menéndez C. Malar J. 2014 Feb 28;13(1):75. doi: 10.1186/1475-2875-13-75. PMID: 24581338 [PubMed - in process] Free PMC Article Related citations

All (2637) Free Full Text (644) Review (280) Eccles Library (1047) Africa South of the (477) Manage Filters

## **LINKS SHARED IN CLASS**

### **SciENCv link:**

[http://www.nlm.nih.gov/pubs/techbull/so13/so13\\_sciencv.html](http://www.nlm.nih.gov/pubs/techbull/so13/so13_sciencv.html)

### **MY BIBLIOGRAPHY LINKS:**

[http://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Managing\\_Compliance\\_to\\_th](http://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Managing_Compliance_to_th)

<http://campusguides.lib.utah.edu/nihpublicaccesspolicy>

### **PubMed Commons:**

<http://www.ncbi.nlm.nih.gov/pubmedcommons/>